

## EXECUTIVE SUMMARY

### MEMORANDUM FOR DCMA

FROM: DCMDX  
Prepared by: J. Q. Public/DCMDX-MR/(555)555-5555/9-1 I-00

SUBJECT: DCMDX Fiscal Year 2000 Annual Statement of Assurance

PURPOSE: Provide a summary of the Statement and identified issues as input to the DCMA Director's Statement.

### DISCUSSION:

- All **CMO** Statements (xx) submitted. One prior year material weakness was closed, one prior year weakness remains uncorrected, and one new material weakness remains uncorrected as identified by DCM ACME as follows:
  - The quality of its management information system and related analysis and management decisions were impacted by the lack of data integrity and deficiencies in its Information Technology (IT) infrastructure supporting remote users. These deficiencies, the extent of which the **CMO** was unaware, impacted the accuracy of several of its metrics (and the performance indicated) and the adequacy of several of its plans. The same problems were linked to the **CMO's** problems fully integrating employees into **DCMA's** automated processes and systems. Additionally, the training system data was so inaccurate that management decisions could not adequately address training needs, while several uncertified employees were performing work.
  - Management recognized it had failed to implement a self-assessment process that even minimally complied with policy stated in One Book, Chapter 12.1 .1, Management Control Reviews.
- **MCRs**: xxx (xx%) completed of xxx scheduled for FYOO support the **CMO ASAs**.
- **USAs**: xx (xx%) of xx completed on or before the **ASA**; remaining xx completed 4<sup>th</sup> quarter after **CMO ASAs** were submitted.
- **IOAs**: xx **CMOs** reviewed. Improvement plans on schedule except xx – engaged with DCM-DEF and DCM-MN0 to get them back on schedule.

Sample (fictional) Executive Summary

- District **ASA** reports one material weakness regarding redundant and excessive DoD requirement to record communications as corrected (DoD rescinded policy).
- District Areas of Concern, residual or newly identified during FYOO, requiring internal action:
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- District Areas of Concern, residual or newly identified during FYOO, requiring HQ DCMA action:
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RECOMMENDATION: None, for information only.

COORDINATION: DCMDX-? \_\_\_\_\_ DCMDX-? \_\_\_\_\_ DCMDX-? \_\_\_\_\_  
DCMDX-? \_\_\_\_\_ DCMDX-? \_\_\_\_\_ DCMDX-? \_\_\_\_\_

COMMANDER COMMENT:

Approved for submission to the Commander: John Jones, Colonel, USA, Commander

\_\_\_\_\_ DATE: \_\_\_\_\_